



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF CHARITABLE GAMING

TELEPHONE: (302) 744-4500
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APPLICATION FOR RAFFLE PERMIT INSTRUCTION SHEET

Who Can Apply for a Raffle Permit

Volunteer fire companies, veterans' organizations, religious or charitable organizations, and fraternal societies that have been in existence a minimum of two years may apply for a raffle permit, provided:

- The net profits from permitted raffles are used solely for the achievement of the purposes of the organization as described in the organization's by-laws.
- At the time of application, the Internal Revenue Service (IRS) recognizes the organization as a charitable organization as described in Section 170 of the Internal Revenue Code.

You must receive your Raffle Event permit before advertising or selling tickets for the raffle.

When Raffle Permit Is Required

Qualified charitable organizations must obtain a raffle permit if **any** of the following applies:

- A raffle ticket price is more than \$5 for a *single* drawing for prizes, **or**
- A raffle ticket price is more than \$15 for a *series* of drawings for prizes occurring on a periodic schedule, **or**
- The total retail cash value of the prize(s) to be awarded is \$5,000 or more

If you are a qualified charitable organization **and** your raffle ticket price is \$5 or less **and** the total retail cash value of prizes to be awarded is less than \$5,000, **STOP**. You are not required to obtain a raffle permit from the Board of Charitable Gaming.

Limitations on Raffle Drawings

- Raffle drawings must conclude by 1:00 a.m.
- Your organization must provide IRS form W2-G to any winners of prizes valued at \$600 or more.
- Your organization must withhold income tax for any prize valued at \$5,000 or more.
- If for any reason your permitted raffle is not completed and a prize is not awarded on the approved drawing date, your organization must take all steps necessary to notify ticket purchasers of that fact and return all money received from ticket purchasers within 30 days.

Applying for a Raffle Permit (*First-Time Applicants*)

- ☐ Enclose with your application and fee, documentation from the (IRS) *dated within the past 12 months*, showing proof of the following:
- organization's legal name
 - physical Delaware address
 - EIN or Federal ID Number
 - 501(c) IRS Determination

These items may be included on one or separate documents from the IRS, but all documents must be dated within the past 12 months.

- ☐ Enclose a copy of your organization's formation documents, such as Articles of Incorporation, By-Laws, Constitution, Charter, etc. The documentation submitted must include your organization's purpose and/or mission statement.

- ☐ Enclose a dated and notarized letter on your organization's letterhead designating a Record Keeper of the raffle event. The letter must grant the Record Keeper the authority to submit raffle applications on behalf of the organization, and to be responsible for all permitted raffle events. An officer of the organization must sign the letter.

Applying for a Raffle Permit (*All Applicants*)

- ☐ Submit completed, signed and notarized [Application for Raffle Permit](#).
- ☐ Enclose the non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
- If you are applying for a **single** raffle drawing date, the processing fee is \$15.
 - If you are applying for a series of **daily** raffle drawing dates based on the lottery over a one-month period, the processing fee is \$15 per month.
 - If you are applying for a series of **periodic** raffle drawing dates over a period not to exceed six-months, the processing fee is \$15 per drawing date.
- ☐ If you are relying on a group exemption letter issued to a national or parent organization, enclose a:
- signed letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, **and**
 - current copy of the parent organization's IRS group exemption letter *dated within the past 12 months*
- ☐ If the raffle drawing(s) will be held at any location other than the organization's physical Delaware address, enclose:
- letter from the premises owner (on owner's letterhead) allowing your organization to hold the raffle drawing(s) on specific date, **or**
 - copy of your lease or rental agreement.
- The Board reserves the right to accept or reject any application for the conduct of a function on specially leased or donated premises.*
- ☐ Complete and submit *Addendum A* with your application. The retail cash value must be entered for each prize listed on *Addendum A*. Entering "varies," "50/50," "depends on the number of players" or any other indeterminate amount will result in a delay in processing and possible denial of your application.
- ☐ If the Record Keeper has changed since your last raffle application, submit a dated and notarized letter on your organization's letterhead designating the new Record Keeper. The letter must grant the Record Keeper the authority to submit raffle applications on behalf of the organization and to be responsible for maintaining complete and accurate financial records as specified by the Board's [Rules and Regulations](#) governing raffles. An officer of the organization must sign the letter.

Application Review Process

The Board will review **only** applications that meet **all** of the following requirements:

- The application form must be complete, signed and notarized. As forms are subject to change at any time, be sure to *download the current form from the Board's website* **each** time you apply for a gaming permit. Obsolete forms will be rejected.
- Applications must be received by the Board office no later than 10 **business** days before the next scheduled Board meeting in order to be added to the Board's agenda.
- The application must be accompanied by the correct fee. Applications without fees will be rejected.
- Applications must include all supporting documentation as listed on this Instruction Sheet.
- Your organization's After Occasion Reports (AORs) must be up-to-date. AORs are due no later than 30 days after a gaming event. *If your organization's AORs for past events are overdue, the Board will not review your application for any future event.*

If your proposed raffle drawing date passes before the Board reviews and approves your application, you are **not** permitted to hold the raffle drawing. If all raffle drawing dates listed on your application pass before the Board reviews and approves them, you are not permitted to hold **any** of the drawings and you will forfeit the non-refundable processing fee.

You are **not** permitted to submit an alternate raffle drawing date to be inserted into your application if any proposed drawing dates pass before the Board reviews and approves the application. You must submit a new application and processing fee for the alternate dates.



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APPLICATION FOR RAFFLE PERMIT

ORGANIZATION INFORMATION

1. Organization is a (check one):

- ☐ Volunteer Fire Company ☐ Veterans Organization ☐ Religious Organization
☐ Charitable Organization ☐ Fraternal Society

If your organization does not qualify as any of the above types of charitable organizations, STOP. You are not qualified to hold a raffle in the State of Delaware.

2. Is this your first application for a raffle permit in Delaware? Yes ☐ No ☐ If yes, enclose the following:

- **documentation from the Internal Revenue Service (IRS) dated within the past 12 months, showing proof of the following:**
 - organization's legal name
 - Delaware address
 - EIN or Federal ID Number
 - 501(c) IRS determination
- **copy of your organization's formation documents (e.g., Articles of Incorporation, Constitution, By-Laws, Charter, etc.), which states the organization's purpose and/or mission statement.**

3. Full Legal Name of Organization on File With the Internal Revenue Service (IRS): _____

4. Doing Business As (DBA), If Different Than Legal Name: _____

5. Organization's 501(c) Tax Determination (check one):

- ☐ 501(c)3 ☐ 501(c)4 ☐ 501(c)8 ☐ 501(c)10 ☐ 501(c)13 ☐ Other: _____

6. Organization's EIN or Federal ID Number: _____ - _____

7. Year Organization Established: _____

8. Are you relying on a group exemption letter issued to a national or parent organization? Yes ☐ No ☐ If yes, submit the following:

- **letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, and**
- **current copy of the parent organization's IRS group exemption letter dated within the past 12 months**

ORGANIZATION CONTACT INFORMATION

9. Enter the **official address** of the organization on file with the Internal Revenue Service (IRS):

Official Address: _____

City

State

Zip

10. Enter the **physical Delaware address** of the Organization, if different from the official address above:

Physical Delaware Address: _____

City State Zip

11. Organization's Telephone Number: (_____) _____

12. Organization's Fax Number: (_____) _____

13. Organization's Email Address: _____

14. Select the method of delivery for approved gaming permits. *Regardless of the delivery method selected, the Record Keeper is responsible for verifying that the delivery information provided is legible, complete and accurate. The Record Keeper is also responsible for monitoring the delivery method chosen. (check ONE delivery method):*

- ☐ Mail to Organization's Official Address in Question 9
- ☐ Mail to Organization's Physical Delaware Address in Question 10
- ☐ Fax to _____
- ☐ Email to _____

RAFFLE EVENT INFORMATION

15. Will the raffle drawing(s) be held at the physical Delaware location in Question 10? Yes ☐ No ☐

- If yes, skip to Question 17.
- If no, submit a letter from the premises owner (on owner's letterhead) allowing your organization to hold its raffle drawing on specific date OR a copy of your lease or rental agreement, and continue with Question 16.

16. Enter the information about the **physical location** where the raffle drawing(s) is to be held:

Location Name: _____

Address: _____

City State Zip

17. Choose one:

☐ Single Drawing: Drawing Date: _____

☐ Daily Drawings Based on Lottery Numbers, Not To Exceed Six Months:

Date of First Daily Drawing: _____

Date of Last Daily Drawing: _____

☐ Periodic Drawings, Not to Exceed Six Months:

List all drawing dates. If you need more space, attach an additional sheet.

18. Cost of single raffle ticket: \$ _____

19. Total retail cash value of all prizes to be awarded, including prizes that have been donated: \$ _____

Complete and submit the attached Addendum A with this application. The retail cash value must be entered for each prize listed on Addendum A. Entering "varies," "50/50," "depends on the number of players" or any other indeterminate amount will result in a delay in processing and possible denial of your application.

20. State the purpose for which the funds generated from this raffle will be used: _____

21. Enter information about the Record Keeper for this raffle:

Last Name: _____ First Name: _____ Middle Initial: _____ Suffix: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work phone: _____ Home phone: _____

Cell phone: _____ E-mail: _____

Has the above named Record Keeper been a member in good standing of the charitable organization for a minimum of two years? ☐ Yes ☐ No **If no, enter a Record Keeper who has been with the organization for at least two years.**

If this is your first raffle application OR if the Record Keeper has changed since your last raffle application, submit a dated and notarized letter on your organization's letterhead designating the Record Keeper indicated above. The letter must grant the Record Keeper the authority to submit raffle applications on behalf of the organization, and to be responsible for maintaining complete and accurate financial records as specified by the Board of Charitable Gaming's Rules and Regulations governing raffles. An officer of the organization must sign the letter.

To ensure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:15 p.m. ten full working days (excluding State and Federal Holidays) before the meeting date:

- Completed, signed and notarized application form
- Fee payment for all events listed
- All other required documentation

AFFIDAVIT

STATE OF DELAWARE

County of _____

Under penalties of perjury I do hereby attest that all statements in the foregoing application are true and correct. I affirm that I will be responsible for the conduct and financial control of permitted raffles in accordance with State Law and Rules and Regulations. By signing below, I also acknowledge that the Board of Charitable Gaming requires a completed After Occasion Report (AOR) to be submitted to the Board office within 30 days of an event, and that failure to submit required AORs to the Board in a timely manner may result in the denial of future gaming applications.

Printed Name of Record Keeper (see Question 21)

Signature of Record Keeper

SWORN to and subscribed before me this _____ day of _____ 20____

Notary Public (Seal)

Signature: _____

My Commission Expires: _____

After Occasion Reports must be up-to-date before this application will be considered by the Board.

**APPLICATION FOR RAFFLE PERMIT
ADDENDUM A: RAFFLE PRIZES & VALUES**

	Date of Raffle Drawing	Description of Prize (other than cash)	Maximum Retail Cash Value
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
21			\$
22			\$
23			\$
24			\$
25			\$
26			\$
27			\$
28			\$
29			\$
30			\$
31			\$

Total Retail Cash Value of All Prizes to be Awarded (including donated prizes): \$ _____

IMPORTANT: The retail cash value must be entered for each prize listed on *Addendum A*, including prizes that are donated. Entering “varies,” “50/50,” “depends on the number of players” or any other indeterminate amount will result in a delay in processing and possible denial of your application.